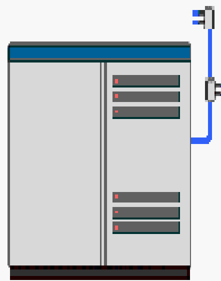
Which **one** of these computer types is the most powerful?

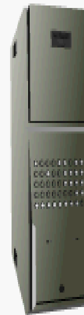
Mainframe Computer



Laptop



Server



Personal Computer



SUBMIT

Click on the appropriate graphic to indicate your answer.
If necessary you can click to select a different option.

Click SUBMIT when you have finished.

Quit | 1 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 45 mins TIME REMAINING | Skip Item

Toolbox

No. 1 (mainframe)

Data Storage | Contains the CPU | Output Device | Input Device

Mouse

Monitor

System case

Hard disk

SUBMIT

Drag each graphic into the box containing its description.
If necessary you can click on a graphic to restore it to its original position.

Click SUBMIT when you have finished.

Quit | 2 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 45 mins TIME REMAINING | Skip Item

Toolbox

1- Hard disk **2- system case**

3- Monitor **4- mouse**

The speed of a computer CPU can be measured in:

- Megabytes
- Megahertz
- Megawatts
- Megacycles



SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 4 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 45 mins TIME REMAINING | Skip Item

Toolbox

No. 2

RAM

ROM

The Operating System is loaded into this when the PC is switched on.

The contents of this disappear when the PC is switched off.

The contents of this are fixed during the manufacture of the PC.

The contents of this change constantly as the PC is used.

You cannot write to this type of memory.

SUBMIT

Drag each of the statements to below the type of computer memory it describes.
If necessary you can click on a statement to restore it to its original position.

Click SUBMIT when you have finished.

Quit | 5 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 45 mins TIME REMAINING | Skip Item

Toolbox

ram 1,2,4
rom 3,5

A **Gigabyte** is approximately:

- 1,000 bytes
- 100 kilobytes
- 1,000 kilobytes
- 1,000 megabytes

Toolbox

SUBMIT

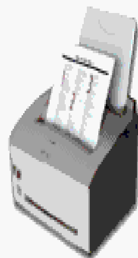
Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 6 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 44 mins TIME REMAINING | Skip Item

1000 megabyte

Which **one** of these devices can be used both to input and output data?


Printer


Speaker


Light pen



Touch screen

SUBMIT

Click on the appropriate graphic to indicate your answer.
If necessary you can click to select a different option.

Click SUBMIT when you have finished.

Quit | 7 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 43 mins TIME REMAINING | Skip Item

Toolbox

touch screen

Match each media type to the backup situation for which it is most appropriate.

Archiving personnel records.	Backing up a text file.	Storing 1.5Gb of work in progress.

Camtasia Studio - Untitled.camproj

1.44 Mb Floppy Disk

2Gb Back-up Tape

2Gb Hard Disk

SUBMIT

Drag the relevant graphics to the box.
If necessary you can click on a media type to restore it to its original position.

Click SUBMIT when you have finished.

Quit | 8 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 43 mins TIME REMAINING | Skip Item

Toolbox

1- 2gb back up tape
2- 1.44 mb floppy disk
3- 2 gb hard disk

Which **one** of these statements about formatting computer storage media is **true**?

- All operating systems format disks in the same way.
- You can't format a disk if it's been formatted already.
- A pre-formatted disk can be used immediately to store data.
- You should regularly format floppy disks.

Toolbox





Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 9 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 42 mins TIME REMAINING | Skip Item

no. 3

An Operating System

You can run more than one at the same time

Sets up the look and feel of your computer interface

Controls the hardware and software of your computer

This can be used to edit data files

A Software Application

Toolbox

SUBMIT

Drag each description into the appropriate box.
If necessary you can click on a label to restore it to its original position.

Click SUBMIT when you have finished.

Quit | 10 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 41 mins TIME REMAINING | Skip Item

Operation system 2,3
Soft wear 1,4

Which **two** of these are operating systems?

- Windows
- Netscape Navigator
- Yahoo!
- Linux
- Outlook

SUBMIT

Click on the appropriate radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 11 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 40 mins TIME REMAINING | Skip Item

Toolbox

no 1,4

Which of the following best describes a **GUI**:

- a graphics package for technical illustration.
- typing in commands to operate a computer.
- a system using windows, a pointer and icons to operate a computer.
- providing graphical online help to assist a computer user.





Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 12 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 40 mins TIME REMAINING | Skip Item

Toolbox

No . 3

analyses - design - programming

Drag each of the stages of development into logical order.

Stage 1	Stage 2	Stage 3	Stage 4

Programming

Design

Testing

Analysis

Toolbox

SUBMIT

Drag each block of text to the appropriate box.
Clicking an item will restore it to its original location.

Click SUBMIT when you have finished.

Quit 13 of 36 ITEM NUMBER HC9QL9EI91-L7LB9Q-TNUC 39 mins TIME REMAINING Skip Item

- testing

Which **one** of these is the type of network that links computers in different cities or countries?

- LAN
- Ethernet
- PSTN
- WAN

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 14 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 39 mins TIME REMAINING | Skip Item

Toolbox

no . 4 (wan)

Which **one** of the following statements best describes an intranet?

- A network that is shared between more than one organisation
- A network of computers, accessible to everyone
- A world-wide collection of computer files connected by links
- A internal network, using e-mail and Web, within a single organisation





Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 15 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 37 mins TIME REMAINING | Skip Item

Toolbox

NO. 4

Which of the following statements best describes an extranet?

- A network using web and e-mail to share data between organisations
- An extra-fast intranet within a single organisation
- A very large intranet used by the general public
- A network used to share data within a single organisation





Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 16 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 37 mins TIME REMAINING | Skip Item

Toolbox

no. 1

Which **one** of these statements about the Internet is **false**?

- It enables computers with different operating systems to exchange data
- It is not controlled by any single organization.
- You need a licence to publish material on the Internet
- It allows computers to share data over large distances.





Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 17 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 36 mins TIME REMAINING | Skip Item

Toolbox

no. 3

Which **one** of these statements about the speed of connecting to the Internet is **true**?

- Data transfer is slower with a digital line than with an analog line.
- The processor speed of the computer affects the speed of data transfer on the Internet.
- A 14.4Kbps modem transfers data more slowly than a 56.6Kbps modem.
- The speed of data transfer does not vary significantly with the time of day.

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 18 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 35 mins TIME REMAINING | Skip Item

Toolbox

no. 3

NO. 3,4

For which **two** of these tasks would a computerised solution be **most** appropriate?

- ○ Assessing employee performance
- ○ Enforcing rules and regulations
- ○ Generating invoices
- ○ Carrying out stock control
- ○ Providing a customer support helpline

SUBMIT

Click on the appropriate radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 19 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 34 mins TIME REMAINING | Skip Item

Toolbox

Large-scale computer applications are increasingly used in government.

Store census information. Store passport details.	Handle social welfare payments. Collect television licence fees.	Announce policy documents online. Notify citizens of government decisions.

Public information systems

Public record systems

Administration systems

SUBMIT

Use click-and-drag to associate each of these large-scale computer applications with the relevant e-government activities.
Clicking an item will restore it to its original location.
Click SUBMIT when you have finished.

Quit | 20 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 33 mins TIME REMAINING | Skip Item

Toolbox

3-2-1

For which **two** of the following tasks in hospitals and healthcare would large-scale computer applications be most appropriate?

- Bereavement counselling
- Tracking treatment costs
- Informing a patient of a diagnosis
- Providing a medical database
- Treating mental health issues

SUBMIT

Click on the appropriate radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 21 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 32 mins TIME REMAINING | Skip Item

Toolbox

مكررررررررررررررررررررررر

Computer based education g are examples of c **Uses traditional methods**
ments with the correct boxes.

1.3.5 **2,4**

Computer based education		Uses traditional methods
	Organising student timetables	
	Coaching students with learning difficulties	
	Distance learning	
	Helping students with career advice	
	Using the Web for research	
	SUBMIT	

Drag each block of text to the appropriate box.
Clicking an item will restore it to its original location.

Click SUBMIT when you have finished.

Quit 22 of 36 ITEM NUMBER HC9QL9EI91-L7LB9Q-TNUC 31 mins TIME REMAINING Skip Item

Toolbox

What is the meaning of the letter **e** in the word **e-mail**?

- Express
- Electric
- Electronic
- Efficient

Toolbox

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 23 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 30 mins TIME REMAINING | Skip Item

NO. 3

Which **two** of the following statements about purchasing online are **true**?

- Initial shipping of goods is free.
- The supplier covers the cost of returning goods.
- The consumer rights of the supplier's country apply.
- It's more difficult to return goods purchased online than goods bought in a shop.
- Online purchases are free of customs duties.

SUBMIT

Click on the appropriate radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 24 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 30 mins TIME REMAINING | Skip Item

Toolbox

NO. 3,4

Which **two** of the following contribute to a good working environment for a computer operator?

- Use of a monitor filter to reduce glare
- Sitting as close as possible to the monitor
- A good level of ventilation in the room
- Plenty desk space in which to move the mouse
- The keyboard positioned close to the front edge of the desk

SUBMIT

Click on the appropriate radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 25 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 28 mins TIME REMAINING | Skip Item

Toolbox

no. 1,4

Which **one** of these actions demonstrates poor health and safety practice in the use of computers?

- ○ Touching internal parts of the PC.
- ○ Running several applications at the same time.
- ○ Only using a single power socket for each PC.
- ○ Using out-of-date software.



Toolbox

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 26 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 27 mins TIME REMAINING | Skip Item

no. 1

Which statement about computers and the environment is **true**?

- You can't recycle paper from an inkjet printer.
- Using an animated screensaver saves power.
- If a PC needs to be left on, you won't save energy by switching off the monitor.
- Laptops on standby use less electricity than when running normally.

Toolbox

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 27 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 25 mins TIME REMAINING | Skip Item

No. 4

Which **two** of the following statements about access rights are **true**?

- Are intended to protect a company's intellectual property
- Decide who can work in a building outside office hours
- Determine which files individuals can read or change on a network
- Are the same for all users on a single network
- Depend on which computer you are using to access the network

SUBMIT

Click on the appropriate radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 30 of 36 ITEM NUMBER | HC9QL9EQ44-L7LB9Q-TNUC | 18 mins TIME REMAINING | Skip Item

Toolbox

No. 3,5

Which **one** of the following statements about an organisation's information security policy is **true**?

- ◯ Covers the licensing of software applications
- ◯ Deals solely with data held on computers
- ◯ Is concerned with the handling of confidential data
- ◯ Applies to actions of the employer, not the employee

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 29 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 24 mins TIME REMAINING | Skip Item

Toolbox

no. 3

Which **one** of these statements describes computer backup?

- Moving all your old computer files from the hard disk onto disks or magnetic tape
- Copying your computer files onto a separate storage device
- Using the previous version of a computer file
- Saving your files each time that you finish working on them

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 30 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 24 mins TIME REMAINING | Skip Item

Toolbox

NO. 2

A mobile phone which has been insured but not password protected has been stolen. Which **one** of the following consequences may result?

- Misuse of confidential numbers
- Meeting the cost of replacement
- Paying for calls made after the theft is reported
- Taking out new insurance on the replacement phone

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 31 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 23 mins TIME REMAINING | Skip Item

Toolbox

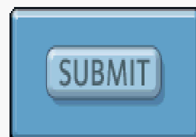
no.1

Which **one** of the following statements about anti-virus software is **true**?

- Before accessing the Internet, you need to run a virus check.
- Deleting an infected file will eliminate the virus.
- Anti-virus software can detect all known viruses.
- Anti-virus software can disinfect applications as well as files.

Toolbox





Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 32 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 23 mins TIME REMAINING | Skip Item

no. 3

Good anti-virus practice

Updating anti-virus software once a year

Scheduling virus checks to run once a day

Deleting e-mail from unknown sources

Opening unknown e-mail attachments

Poor anti-virus practice

Toolbox

SUBMIT

Drag each block of text to the appropriate box.
If necessary you can click on an item to restore it to its original position.

Click SUBMIT when you have finished.

Quit | 33 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 23 mins TIME REMAINING | Skip Item

Good antivirus 2,3
Poor antivirus 1,4

Which **one** of the following statements about copyright is **true**?

- Text on a web page can be freely copied and re-used.
- Graphics published on the Web are subject to copyright.
- When you buy software, the copyright transfers to you.
- It is legal to share any audio files on the Internet.

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 34 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 22 mins TIME REMAINING | Skip Item

Toolbox

NO. 2

Freeware is the term that is applied to:

- software that you can try free of charge before buying.
- software that you don't have to pay for.
- old versions of commercial software that are out of date.
- software that will run under any operating system.

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 36 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 21 mins TIME REMAINING | Skip Item

Toolbox

no. 2

Large-scale computer applications are increasingly used in business.

Check policy details. Analyse statistics to estimate premiums. Provide quotes for premiums.	Check ticket availability. List customers' dietary needs. Purchase tickets.	Check your balance. Transfer funds. Apply for loans.	Administer employee payrolls. Process orders. Track invoices.

Online banking

Insurance claim processing

Airline booking

Business administration

Toolbox

SUBMIT

Use click-and-drag to associate each of these large-scale computer applications with the relevant business activities.
Clicking an item will restore it to its original location.
Click SUBMIT when you have finished.

Quit 20 of 36 ITEM NUMBER HC9QL9EI9Q-L7LB9Q-TNUC 29 mins TIME REMAINING Skip Item

1- Insurance claim processing 2- airline booking
3- Online banking 4-business administration

Large-scale computer applications are increasingly used in government.

Policy documents.

Public health warnings.

Income tax payment form.

Television licence payment form.

Census records.

Vehicle registration listing.

Public information systems

Public record systems

Administration systems

SUBMIT

Use click-and-drag to associate government documents with the appropriate large-scale computer applications.
Clicking an item will restore it to its original location.
Click SUBMIT when you have finished.

Quit | 21 of 36 ITEM NUMBER | HC9QL9EI9Q-L7LB9Q-TNUC | 28 mins TIME REMAINING | Skip Item

Toolbox

1- Administration systems 2- public information systems
3- public record systems

Click to indicate which **two** of the following statements about data protection legislation are **true**.

- Deals with industrial espionage between competing companies
- Can result in litigation if personal data is not adequately protected
- Means that personal data must be stored for a certain period of time
- Ensures the laws about data security are the same in every country
- Obliges organisations to protect confidential data within their control

Toolbox

SUBMIT

Click on the appropriate radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 36 of 36 ITEM NUMBER | HC9QL9EI71-L7LB9Q-TNUC | 34 mins TIME REMAINING | Skip Item

no. 3

For which **two** of the following tasks in hospitals and healthcare would large-scale computer applications be most appropriate?

- Establishing bed availability
- Providing information to relatives
- Informing a patient of a diagnosis
- Treating mental health issues
- Tracking patient medical history

Toolbox



Click on the appropriate radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 20 of 36 ITEM NUMBER | HC9QL9EQ44-L7LB9Q-TNUC | 32 mins TIME REMAINING | Skip Item

NO. 1, 5

Which **one** of the following statements about the use of e-commerce is **true**?

- ○ An Internet connection is optional for e-commerce.
- ○ Transactions can occur anywhere in the world.
- ○ Customers can only pay by e-mailing credit card details.
- ○ Customers give up the right to return unsatisfactory goods.

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 23 of 36 ITEM NUMBER | HC9QL9EQ44-L7LB9Q-TNUC | 27 mins TIME REMAINING | Skip Item

Toolbox

NO. 2

Which **one** of the following statements about safety precautions when using computers is **true**?

- Faulty cables should be repaired using insulating tape.
- You should shut down your PC by unplugging it from the electricity supply.
- There is no safe way to run cables across open areas.
- More than one computer should not use the same power socket.

Toolbox

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 26 of 36 ITEM NUMBER | HC9QL9EQ44-L7LB9Q-TNUC | 24 mins TIME REMAINING | Skip Item

no. 3

Electronic documents help to save paper, while other documents are best printed out.

Should be printed		Should be distributed electronically
	Help for a software application	
	Planning applications	
	Documents that are regularly updated	
	Academic certificates	

SUBMIT

Drag each block of text to the appropriate box.
Clicking an item will restore it to its original location.

Click SUBMIT when you have finished.

Quit | 28 of 36 ITEM NUMBER | HC9QL9EQ44-L7LB9Q-TNUC | 22 mins TIME REMAINING | Skip Item

Toolbox

Should be printed 2,4
Electronically 1,3

Which **one** of the following is a digital line, used for both voice and data?

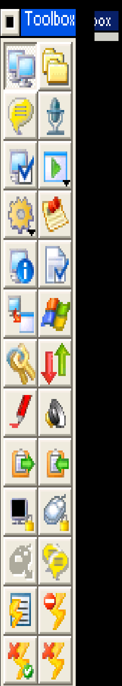
- ISDN
- FTP
- PSTN
- HTTP

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 10 of 23 ITEM NUMBER | HC9QL9EILD-L7LB9Q-TNUC | 26 mins TIME REMAINING | Skip Item



Which statement about computers and the environment is **true**?

- Running an animated screensaver saves power.
- Printer toner cartridges can be recycled.
- You can't recycle paper from a laser printer.
- Laptops on standby use more electricity than when running normally.

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 17 of 23 ITEM NUMBER | HC9QL9EILD-L7LB9Q-TNUC | 15 mins TIME REMAINING | Skip Item

Toolbox

no. 3

Electronic documents help to save paper, while other documents are best printed out.

Are best printed		Are suitable for electronic distribution
	Help for a software application	
	Guarantees	
	E-mail messages	
	Contracts	

SUBMIT

Drag each block of text to the appropriate box.
Clicking an item will restore it to its original location.

Click SUBMIT when you have finished.

Quit | 18 of 23 ITEM NUMBER | HC9QL9EILD-L7LB9Q-TNUC | 13 mins TIME REMAINING | Skip Item

Toolbox

Printed 2,4
Electronic 1,3

Which **one** of the following statements describes the process of backup?

- Restoring work from an older file
- Copying a file from your C: drive to your Desktop
- Keeping copies of data in two locations
- Moving a file to a different folder on a hard drive

Toolbox

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 19 of 23 ITEM NUMBER | HC9QL9EILD-L7LB9Q-TNUC | 13 mins TIME REMAINING | Skip Item

NO. 3

Helps to avoid the risk of spreading a computer virus

Scanning all unfamiliar disks with anti-virus software

Write-protecting all copies of application disks once they have been checked

Only copying applications from your close friends

Rebooting your PC if you find a file that is infected

Virus scanning all applications before loading them onto your hard disk

SUBMIT

Doesn't help to avoid the risk of spreading a computer virus

Toolbox

Drag each block of text to the appropriate box.
If necessary you can click on an item to restore it to its original position.

Click SUBMIT when you have finished.

Quit | 20 of 23 ITEM NUMBER | HC9QL9EILD-L7LB9Q-TNUC | 12 mins TIME REMAINING | Skip Item

HELP : 1, 3, 5
DOESN'T HELP : 2,4

Good anti-virus practice

Ensuring that no updates are made to your anti-virus software

Regularly visiting the web-site of your anti-virus software supplier

Running a virus check on an e-mail attachment

Running software that you have received by e-mail

Poor anti-virus practice

SUBMIT

Drag each block of text to the appropriate box.
If necessary you can click on an item to restore it to its original position.

Click SUBMIT when you have finished.

Quit | 21 of 23 ITEM NUMBER | HC9QL9EILD-L7LB9Q-TNUC | 11 mins TIME REMAINING | Skip Item

Toolbox

good antivirus 2,3
Poor antivirus 1,4

Shareware is the term that is applied to:

- an application that is used to track the movement of stocks and shares.
- software that you try for free but pay for if you keep it.
- any application for which a multiuser licence is available.
- any software that can be used on a server.

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 23 of 23 ITEM NUMBER | HC9QL9EILD-L7LB9Q-TNUC | 8 mins TIME REMAINING | Skip Item

Toolbox

no. 2

Which **two** of the following have a significant influence on the speed at which a computer performs?

- Installing new applications
- Clearing all the unwanted files off a hard disk
- Installing a smaller monitor
- Increasing the amount of RAM
- Adding a CD-ROM drive

Toolbox

SUBMIT

Click on the appropriate radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 1 of 9 ITEM NUMBER | HC9QL9EILD-L7LB9Q-TNUC | 7 mins TIME REMAINING | Skip Item

NO. 2,4

Which **one** of these devices can be used to output data from a computer?



SUBMIT

Click on the appropriate graphic to indicate your answer.
If necessary you can click to select a different option.

Click SUBMIT to indicate your answer.

Quit | 3 of 9 ITEM NUMBER | HC9QL9EILD-L7LB9Q-TNUC | 6 mins TIME REMAINING | Skip Item

Toolbox

no. 4 (speaker)

Very cheap means of backing up 1 Mb of text files

Archiving 1.8Gb of graphic files that are not currently needed.

Backing up 1.8Gb of files you are currently working on.

1.44 Mb Floppy Disk

2Gb Back-up Tape

2Gb Hard Disk

Toolbox

SUBMIT

Match each media type to the backup situation for which it is most appropriate.
If necessary you can click on a media type to restore it to its original position.

Click SUBMIT when you have finished.

Quit | 4 of 9 ITEM NUMBER | HC9QL9EILD-L7LB9Q-TNUC | 6 mins TIME REMAINING | Skip Item

1- 1.44 mb floppy disk
2- 2 gb back up tape
3- 2gb hard disk

Which **one** of the statements correctly completes the following sentence?
A computer's operating system:

- does not control devices such as printers that are connected to the PC.
- is the hardware the computer uses to run software.
- is not necessary on some very powerful personal computers.
- enables ALL the other programs to run.

Toolbox

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 6 of 9 ITEM NUMBER | HC9QL9EILD-L7LB9Q-TNUC | 4 mins TIME REMAINING | Skip Item

No. 4

Word Processing | | Creating a list of contact details.
Desktop Publishing | | Producing complex magazine layouts
A Multimedia Application | | Working out budgets
A Database Application | | Creating interactive training materials
A Spreadsheet Application | | Creating letters and business documents

SUBMIT

Drag each application beside the task for which it is most suitable.
If necessary you can click on an application to restore it to its original position.

Click SUBMIT when you have finished.

Quit | 7 of 9 ITEM NUMBER | HC9QL9EILD-L7LB9Q-TNUC | 4 mins TIME REMAINING | Skip Item

Toolbox

1- a database application 2- desktop publishing
3- a spreadsheet application

4- a multimedia application
5- Word processing

Which **one** of these stages of software development is the last stage to be finally completed?

- Analysis
- Design
- Programming
- Testing

Toolbox



Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 8 of 9 ITEM NUMBER | HC9QL9EILD-L7LB9Q-TNUC | 3 mins TIME REMAINING | Skip Item

No. 4 (testing)

Which **one** of these is application software?

- Graphics Card
- Word processor
- Central Processing Unit (CPU)
- Hard Disk

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 1 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 45 mins TIME REMAINING | Skip Item

Toolbox

no. 2 (word processing)

Which **one** of the following does **not** influence the performance of a computer?

- The amount of free space on the PC's hard disk
- The amount of main memory (RAM) that is installed
- The use of a trackball rather than a mouse
- The type of graphics card that is installed

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 3 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 45 mins TIME REMAINING | Skip Item

Toolbox

no. 3

The speed of a computer CPU can be measured in:

- Megabits
- Megacycles
- Megaunits
- Megahertz

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 4 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 45 mins TIME REMAINING | Skip Item

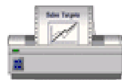
Toolbox

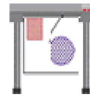
no. 4 (megahertz)

Which two of the following devices can be used to input data to a computer?

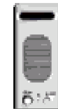
Input Devices


Light pen


Printer


Plotter


Mouse


Speaker

SUBMIT

Drag the relevant graphics to the box.
Clicking an item will restore it to its original location.

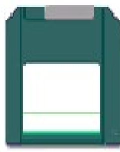
Click SUBMIT when you have finished.

Quit | 5 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 45 mins TIME REMAINING | Skip Item

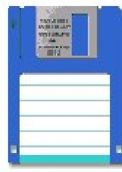
Toolbox

1- light pen 4- mouse

Which **one** of these types of storage provides the fastest access to data?



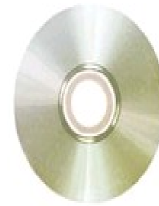
Zip disk



Floppy diskette

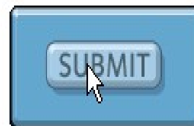


Hard disk



CD-ROM

Toolbox



Click on the appropriate graphic to indicate your answer.
If necessary you can click to select a different option.

Click SUBMIT when you have finished.

Quit | 8 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 44 mins TIME REMAINING | Skip Item

3- hard disk

Which **one** of these statements about formatting computer storage media is **true**?

- Disks are automatically formatted when you save a file.
- A used floppy disk cannot be reformatted.
- Unformatted disks need operating system data written to them before they can store files.
- A full format does not erase data from your disk.

Toolbox

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 9 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 44 mins TIME REMAINING | Skip Item

no . 3

Which **two** of these are operating systems?

- Linux
- Mac OS
- Outlook
- Internet Explorer
- Google

SUBMIT

Click on the appropriate radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 10 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 44 mins TIME REMAINING | Skip Item

Toolbox

no 1,2

A Database Application

Desktop Publishing

A Presentation Application

Word Processing

A Spreadsheet Application

	Creating letters, faxes or memos etc.
	Makes financial projections
	Creates overhead projections or slides
	Sorting large amounts of information
	Producing a newspaper with complex page layouts

SUBMIT

Drag each application beside the task for which it is most suitable.
If necessary you can click on an application to restore it to its original position.

Click SUBMIT when you have finished.

Quit | 11 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 44 mins TIME REMAINING | Skip Item

Toolbox

1- word
2- a spreadsheet
3- a presentation application
4- a database application
5- desktop publishing

Which of these stages of software development is the **first** to be completed?

- Design
- Analysis
- Programming
- Testing

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 13 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 43 mins TIME REMAINING | Skip Item

Toolbox

No. 2

Which **one** of these is the type of network that links computers in a single site or location?

- LAN
- Internet
- PSTN
- WAN

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 14 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 43 mins TIME REMAINING | Skip Item

Toolbox

no. 1

Computer workgroups enable which **three** of these resources to be shared by multiple users at the same time?

Can be shared using workgroups

Mouse device

Monitors

Applications

Files

Disk Storage

SUBMIT

Drag each sharable item into the box.
Clicking an item will restore it to its original location.

Click SUBMIT when you have finished.

Quit | 15 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 43 mins TIME REMAINING | Skip Item

Toolbox

no 3.4.5

Which **one** of the following descriptions of an extranet is true?

- A world-wide collection of files connected by links
- A very large intranet within an organization
- An extra-fast intranet for web and e-mail
- Shares data between two or more organisations



Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 16 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 43 mins TIME REMAINING | Skip Item

Toolbox

no. 4

Drag just the two statements that describe the Internet into the box.

Internet

A global network of computers linked together using communications equipment

A vast collection of linked documents held on computers all over the world

A network that grew out of the work of the American military

Invented to allow people to shop online

Can be accessed using a browser

SUBMIT

Clicking an item will restore it to its original location.

Click SUBMIT when you have finished.

Quit | 17 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 42 mins TIME REMAINING | Skip Item

Toolbox

No. 2,5

Which **one** of the following statements applies to PSTN?

- ○ A network designed to transmit high-speed digital data.
- ○ It's the Internet email system.
- ○ It's a form of satellite communication.
- ○ The public analog telephone network

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 18 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 42 mins TIME REMAINING | Skip Item

Toolbox

NO. 4

For which **two** of these tasks would people be more appropriate than computers?

- Calculating payroll for staff
- Motivating staff
- Storing a list of staff contact details
- Providing a customer support helpline
- Maintaining a list of every item in the company's inventory of goods

SUBMIT

Click on the appropriate radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 19 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 42 mins TIME REMAINING | Skip Item

Toolbox

NO. 2,4

You can reduce the risk of eye-strain by **one** of the following actions:

- using the brightest possible screen setting.
- setting the screen facing a window.
- sitting approximately 12" from your monitor.
- having your eyes level with the top of your monitor.

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 25 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 40 mins TIME REMAINING | Skip Item

Toolbox

no. 3

Which **one** of these actions demonstrates poor health and safety practice in the use of computers?

- Touching internal parts of the PC.
- Running several applications at the same time.
- Only using a single power socket for each PC.
- Using out-of-date software.

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 26 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 40 mins TIME REMAINING | Skip Item

Toolbox

no. 1

Which **two** of the following statements about passwords are **true**?

- You should use the same password for everything.
- You should write down your password and keep it in a convenient place.
- Passwords should contain both letters and numbers.
- Once you create a password, you can't change it.
- A password should be known only to the user.

Toolbox

SUBMIT

Click on the appropriate radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 30 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 40 mins TIME REMAINING | Skip Item

NO. 2,3

A laptop which has been password protected, but not backed up, has been stolen. Which **one** of the following consequences may result?

- You will have to change your e-mail address
- Confidential files can be misused
- You will need to change your password
- Work stored on the laptop will be lost

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 31 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 40 mins TIME REMAINING | Skip Item

Toolbox

NO. 4

Anti-virus software can disable a virus on your computer.
This action is called:

- De-installing
- Disinfecting
- Restoring
- Scanning

Toolbox

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 33 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 40 mins TIME REMAINING | Skip Item

no. 2

Which **one** of the following statements about copyright is **true**?

- ○ Publishing digital work on disk requires permission from the copyright-holder.
- ○ When you purchase software on CD, the copyright transfers to you.
- ○ Any material which is published on disk is subject to copyright.
- ○ You can reproduce graphics from the Web as CD-ROM clip-art.



Toolbox

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 35 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 40 mins TIME REMAINING | Skip Item

NO. 3

Software that you can use without the need for any payment is referred to as:

- E-ware
- Freeware
- Shareware
- Multiuser software

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 36 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 40 mins TIME REMAINING | Skip Item

Toolbox

no. 2

1- a web browser

2- word processing

3- a multimedia application

4- an accountanting application

5- a spreadsheet application

Word Processing

A Web Browser

A Multimedia Application

A Spreadsheet Application

An Accounting Application

	To view web pages
	Produce a catalogue containing graphics
	Create interactive learning material
	Payroll and stock control
	Produce charts and graphs

SUBMIT

Drag each application beside the task for which it is most suitable.
If necessary you can click on an application to restore it to its original position.

Click SUBMIT when you have finished.

Quit | 12 of 36 ITEM NUMBER | HC9QL9EILB-L7LB9Q-TNUC | 40 mins TIME REMAINING | Skip Item

Toolbox

Which **one** of the following options describe the effects of teleworking?

- Reduced cost of equipment
- Harder to socially interact with team members
- Greater use of transport
- Inflexible working hours

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 23 of 36 ITEM NUMBER | HC9QL9EILB-L7LB9Q-TNUC | 34 mins TIME REMAINING | Skip Item

Toolbox

NO. 2

You can reduce the risk of repetitive strain injury by **one** of the following actions:

- using an adjustable chair.
- sitting with your feet firmly on the ground.
- using an anti-glare screen.
- taking frequent breaks from your work.

Toolbox



Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 26 of 36 ITEM NUMBER | HC9QL9EILB-L7LB9Q-TNUC | 33 mins TIME REMAINING | Skip Item

no. 1

Large-scale computer applications are increasingly used in business.

Quote ticket prices. Purchase tickets. Track passenger lists.	Process claim applications. Provide quotes for premiums. Calculate premiums.	Perform stock control. Track invoices. Maintain employee records.	Pay utility bills. Apply for loans. Apply for a credit card.

Online banking | Insurance claim processing | Airline booking | Business administration

SUBMIT

Use click-and-drag to associate each of these large-scale computer applications with the relevant business activities
Clicking an item will restore it to its original location.
Click SUBMIT when you have finished.

Quit | 20 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 42 mins TIME REMAINING | Skip Item

Toolbox

1- AIRLINE BOOKING
2- INSURANCE CLAIM PROCESSING
3-BUSINESS ADMIN.
4- ONLINE BANKING

Large-scale computer applications are increasingly used in business.

Check policy details. Analyse statistics to estimate premiums. Provide quotes for premiums.	Check an account. Transfer funds. Apply for loans.	Administer employee payrolls. Process orders. Track invoices.	Check timetables. Purchase tickets. Check ticket availability.

Online banking | Insurance claim processing | Airline booking | Business administration

SUBMIT

Use click-and-drag to associate each of these large-scale computer applications with the relevant business activities.
Clicking an item will restore it to its original location.
Click SUBMIT when you have finished.

Quit | 19 of 36 ITEM NUMBER | HC9QL9EILB-L7LB9Q-TNUC | 36 mins TIME REMAINING | Skip Item

Toolbox

1- INSURANCE CLAIM PROCESSING
2-ONLINE BANKING
3-BUSINESS ADMIN
4- AIRLINE BOOKING

Which **one** of these is computer software?

- Monitor
- Windows
- System case
- Scanner

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 1 of 36 ITEM NUMBER | HC9QL9EI71-L7LB9Q-TNUC | 45 mins TIME REMAINING | Skip Item

Toolbox

no. 2

Disk Storage | Contains the CPU | Output Unit | Input Unit

Printer

System case

Hard drive

Mouse

SUBMIT

Drag each graphic into the box containing its description.
If necessary you can click on a graphic to restore it to its original position.

Click SUBMIT when you have finished.

Quit | 3 of 36 ITEM NUMBER | HC9QL9EI71-L7LB9Q-TNUC | 45 mins TIME REMAINING | Skip Item

HARD DISK - SYSTEM CASE – PRINTER – MOUSE

Which **one** of these types of computer memory is permanent and unchanging?

- ○ Random Access Memory
- ○ Working Memory
- ○ Virtual Memory
- ○ Read-Only Memory

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 5 of 36 ITEM NUMBER | HC9QL9EI71-L7LB9Q-TNUC | 45 mins TIME REMAINING | Skip Item

Toolbox

no. 4

Drag these statements into the correct boxes.

True		False
	Formatting is the process of saving data onto a floppy disk	
	Full disk formatting completely erases the previous contents of a disk	
	You cannot purchase pre-formatted disks	
	All disks need to be formatted before they can store files	
	A used floppy disk cannot be reformatted	

SUBMIT

Toolbox

Drag each block of text to the appropriate box.
Clicking an item will restore it to its original location.

Click SUBMIT when you have finished.

Quit | 9 of 36 ITEM NUMBER | HC9QL9EI71-L7LB9Q-TNUC | 44 mins TIME REMAINING | Skip Item

TRUE 2,4
FALES 1,3,5

Drag **two** of the statements that describe the World Wide Web into the box.

World Wide Web

A global network of computers linked together using communications equipment

A vast collection of linked documents held on computers all over the world

The world-wide e-mail system

A network that grew out of the American military

Can be accessed using a browser

SUBMIT

Clicking an item will restore it to its original location.

Click SUBMIT when you have finished.

Quit | 17 of 36 ITEM NUMBER | HC9QL9EI71-L7LB9Q-TNUC | 42 mins TIME REMAINING | Skip Item

Toolbox

- **no. 2, 3**

Large-scale computer applications are increasingly used in government.

Store census information. Store passport details.	Handle social welfare payments. Collect television licence fees.	Announce policy documents online. Notify citizens of government decisions.

Public information systems

Public record systems

Administration systems

Toolbox

SUBMIT

Use click-and-drag to associate each of these large-scale computer applications with the relevant e-government activities.
Clicking an item will restore it to its original location.
Click SUBMIT when you have finished.

Quit | 20 of 36 ITEM NUMBER | HC9QL9EI71-L7LB9Q-TNUC | 40 mins TIME REMAINING | Skip Item

مكررررررررررررررررررررر

NO. 3

Which **one** of the following statements about the use of teleworking is **true**?

- Requires less use of communications equipment
- Increases commuting costs
- Makes it harder to socially interact with team members
- Reduces flexibility of working hours

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 22 of 36 ITEM NUMBER | HC9QL9EI71-L7LB9Q-TNUC | 39 mins TIME REMAINING | Skip Item

Toolbox

Which **two** of the following statements about purchasing online are **true**?

- The consumer rights of the supplier's country apply.
- E-commerce offers access to goods around the clock.
- The supplier covers the cost of shipping.
- All e-commerce transactions are safe.
- The supplier covers the cost of returning goods.

Toolbox

SUBMIT

Click on the appropriate radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 24 of 36 ITEM NUMBER | HC9QL9EI71-L7LB9Q-TNUC | 38 mins TIME REMAINING | Skip Item

No. 1, 2

Which **two** of the following documents contain sensitive data and need protection?

These items contain sensitive data		These items do not need protection
	Contact details for sales enquiries	
	Research on new products	
	Training materials	
	Management accounts	

SUBMIT

Drag each block of text to the appropriate box.
Clicking an item will restore it to its original location.

Click SUBMIT when you have finished.

Quit | 29 of 36 ITEM NUMBER | HC9QL9EI71-L7LB9Q-TNUC | 36 mins TIME REMAINING | Skip Item

Toolbox

NO. 2,4

Drag each of the statements about user IDs and passwords to the relevant box.

ID		Password
	Should be changed regularly	
	Must be unique on the network	
	Identifies a specific user on a network	
	Not confidential	
	Ensures that the person logging on is who they say they are	

SUBMIT

Drag each block of text to the appropriate box.
Clicking an item will restore it to its original location.

Click SUBMIT when you have finished.

Quit | 30 of 36 ITEM NUMBER | HC9QL9EI71-L7LB9Q-TNUC | 36 mins TIME REMAINING | Skip Item

Toolbox

Id	**2,3,**	**4**
Password	**1 ,**	**5**

Good anti-virus practice

Opening e-mail from unknown sources

Deleting e-mail from unknown sources

Putting a virus-checked disk in a floppy drive

Downloading and running free software from the Web

Poor anti-virus practice

SUBMIT

Toolbox

Drag each block of text to the appropriate box.
If necessary you can click on an item to restore it to its original position.

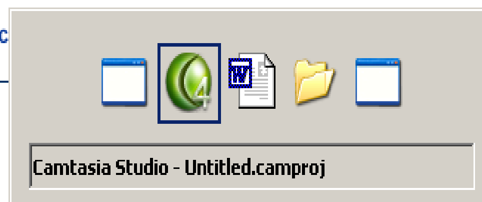
Click SUBMIT when you have finished.

Quit | 33 of 36 ITEM NUMBER | HC9QL9EI71-L7LB9Q-TNUC | 34 mins TIME REMAINING | Skip Item

good antivirus 2,3
poor antivirus 1,4

Which **one** of the following statements about copyright is **true**?

- You give up your copyright to text that you publish on the Internet.
- You can re-use downloaded graphics in any way.
- Scanned images are subject to copyright.
- When you purc



Toolbox

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 34 of 36 ITEM NUMBER | HC9QL9EI71-L7LB9Q-TNUC | 34 mins TIME REMAINING | Skip Item

no. 3

Software that you can use without the need for any payment is referred to as:

- E-ware
- Freeware
- Shareware
- Multiuser software

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 35 of 36 ITEM NUMBER | HC9QL9EI71-L7LB9Q-TNUC | 34 mins TIME REMAINING | Skip Item

Toolbox

no 2

Megabyte

Terabyte

Gigabyte

Kilobyte

Byte

SUBMIT

Sort these units of data by increasing order of size.

Click SUBMIT when you have finished.

Quit | 5 of 36 ITEM NUMBER | HC9QL9QI99-BQLL9Q-TNUC | 45 mins TIME REMAINING | Skip Item

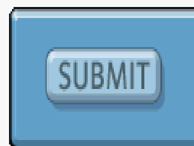
Toolbox

1 byte 2- kilobyte 3- megabyte 4- gigabyte
5-terabyte

Which **one** of the following statements is true about ROM (read-only memory):

- ○ It is wiped clean when you switch off the computer.
- ○ It stores the computer's operating system.
- ○ It cannot be modified by the user.
- ○ It is loaded from your hard disk when you switch on the computer.

Toolbox



Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 4 of 36 ITEM NUMBER | HC9QL9EI94-L7LB9Q-TNUC | 44 mins TIME REMAINING | Skip Item

NO.3

The Internet is the name that is given to:

- the physical equipment used to connect computer systems all over the world.
- all the linked documents that are held on a global network of computer systems.
- linked computer systems that form a vast global network.
- the dedicated telephone lines that permanently connect commercial networks on distant sites.

Toolbox

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 17 of 36 ITEM NUMBER | HC9QL9EI94-L7LB9Q-TNUC | 37 mins TIME REMAINING | Skip Item

no. 3

Which **one** of the following activities is best suited for e-mail?

- Performing calculations
- Sharing very large video files, such as movie trailers
- Sharing files between workers at different locations
- Transmitting credit card details



Toolbox

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 23 of 36 ITEM NUMBER | HC9QL9EI94-L7LB9Q-TNUC | 31 mins TIME REMAINING | Skip Item

no. 3

Which **one** of the following statements about purchasing online is **true**?

- Purchases are only processed during business hours.
- Shipping of purchases is normally free.
- The consumer rights of your country apply.
- You are at risk from insecure payment methods.



Toolbox

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 24 of 36 ITEM NUMBER | HC9QL9EI94-L7LB9Q-TNUC | 30 mins TIME REMAINING | Skip Item

no. 3

Which **one** of these statements best describes computer backup?

- Reverting to the previously saved version of an electronic file
- Keeping a copy of computer files on a separate storage device
- Storing paper printout from your computer files
- Storing computer files on a variety of separate storage devices

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 31 of 36 ITEM NUMBER | HC9QL9EI94-L7LB9Q-TNUC | 22 mins TIME REMAINING | Skip Item

Toolbox

NO. 2

A computer virus is a program that:

- will always be spotted by anti-virus software.
- can make the hard disk unusable on a computer.
- can be avoided if you regularly back up your hard disk.
- cannot enter your computer unless your computer is on a network.

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 32 of 36 ITEM NUMBER | HC9QL9EI94-L7LB9Q-TNUC | 21 mins TIME REMAINING | Skip Item

Toolbox

no. 1

Which **one** of the following statements about copyright is **true**?

- You can use downloaded graphics in any way.
- You are allowed to re-use text that you copy from the Web.
- When you purchase software, the copyright transfers to you.
- Audio files on the Internet are subject to copyright.

Toolbox

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 34 of 36 ITEM NUMBER | HC9QL9EI94-L7LB9Q-TNUC | 18 mins TIME REMAINING | Skip Item

no. 4

An important purpose of data protection legislation is to:

- improve the standards for electronic storage media.
- prevent the illegal use of commercial software.
- safeguard the privacy of individuals' personal data.
- protect companies from industrial espionage.

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 36 of 36 ITEM NUMBER | HC9QL9EI94-L7LB9Q-TNUC | 16 mins TIME REMAINING | Skip Item

Toolbox

no. 3

Computer workgroups allow which **three** of these resources to be shared between multiple users at the same time?

Sharable Resources

Printers

Disk Space

Monitors

Applications

Keyboards

SUBMIT

Drag each sharable resource into the box.
Clicking an item will restore it to its original location.

Click SUBMIT when you have finished.

Quit 14 of 36 ITEM NUMBER HC9QL9EQ49-L7LB9Q-TNUC 42 mins TIME REMAINING Skip Item

Toolbox

*** printers** *** disk space**
*** applications**

Which **one** of the following activities is best suited for e-mail?

- ○ Performing calculations
- ○ Sharing very large video files, such as movie trailers
- ○ Sharing files between workers at different locations
- ○ Transmitting credit card details

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 22 of 36 ITEM NUMBER | HC9QL9EQ49-L7LB9Q-TNUC | 39 mins TIME REMAINING | Skip Item

Toolbox

no. 3

Which **two** of the following help to create a good working environment for computer users?

- Bright fluorescent lighting
- Use of a mouse mat with wrist support
- Turning up screen contrast
- Use of a monitor filter to reduce glare
- Sitting as close as possible to the monitor

SUBMIT

Click on the appropriate radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 25 of 36 ITEM NUMBER | HC9QL9EQ49-L7LB9Q-TNUC | 37 mins TIME REMAINING | Skip Item

Toolbox

no. 2,4

A PDA which has been **backed up** - but **not** password protected - has been stolen. Which **one** of the following consequences may result?

- Loss of the right to use the software that came with the PDA
- Time wasted on re-entering all the records in a replacement PDA
- Misuse of confidential files and telephone numbers
- Loss of contact details on the stolen PDA

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 31 of 36 ITEM NUMBER | HC9QL9EQ49-L7LB9Q-TNUC | 34 mins TIME REMAINING | Skip Item

Toolbox

no. 3

Which of the following best describes a graphical user interface (GUI):

- using windows, a mouse and icons to operate a PC.
- visual online help provided with a software application.
- software designed to produce technical diagrams.
- using a series of typed commands to operate a PC.

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 12 of 36 ITEM NUMBER | HC9QL9EQ4I-L7LB9Q-TNUC | 44 mins TIME REMAINING | Skip Item

Toolbox

no. 1

Electronic documents help to save paper, while other documents are best printed out.

Should be printed		Can be distributed electronically
	Staff announcements	
	Documents that need careful proof-reading	
	Working drafts of a lengthy report	
	Contracts	

SUBMIT

Drag each block of text to the appropriate box.
Clicking an item will restore it to its original location.

Click SUBMIT when you have finished.

Quit | 28 of 36 ITEM NUMBER | HC9QL9EI91-L7LB9Q-TNUC | 25 mins TIME REMAINING | Skip Item

Toolbox

printed 1,4
Electronically 2,3

The World Wide Web is the name that is given to:

- ○ all the linked documents that are held on a global network of computer systems.
- ○ the world-wide e-mail system.
- ○ the cables and communications satellites that connect computer systems all over the world.
- ◉ the organisation that regulates the Internet.

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 9 of 23 ITEM NUMBER | HC9QL9EILD-L7LB9Q-TNUC | 27 mins TIME REMAINING | Skip Item



No. 4

You can reduce the risk of eye-strain by **one** of the following actions:

- ○ increase the contrast between screen and room lighting.
- ◉ using an anti-glare filter on your monitor.
- ○ reducing your monitor's colour depth setting.
- ○ positioning the screen with a window behind it.

Toolbox

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 16 of 23 ITEM NUMBER | HC9QL9EILD-L7LB9Q-TNUC | 17 mins TIME REMAINING | Skip Item

no. 2

For which **two** of the following tasks in hospitals and healthcare would large-scale computer applications be most appropriate?

- Bereavement counselling
- Tracking treatment costs
- Informing a patient of a diagnosis
- Providing a medical database
- Treating mental health issues

Toolbox

SUBMIT

Click on the appropriate radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 12 of 23 ITEM NUMBER | HC9QL9EILD-L7LB9Q-TNUC | 25 mins TIME REMAINING | Skip Item

NO. 2, 4

For which **one** of these tasks would a computerised solution be **more** appropriate?

- Calculating payroll for staff
- Solving staff relations
- Motivating staff
- Selecting new staff



Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 11 of 23 ITEM NUMBER | HC9QL9EILD-L7LB9Q-TNUC | 25 mins TIME REMAINING | Skip Item

Toolbox

no. 1

The term ADSL stands for:

- Anonymous Digital Service Line
- Asymmetric Digital Subscriber Line
- Analog Display Services Line
- Advanced Data Service Link

Toolbox

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 17 of 36 ITEM NUMBER | HC9QL9QI99-BQLL9Q-TNUC | 39 mins TIME REMAINING | Skip Item

No. 2

The device that links computers to telephone networks by converting digital and analog signals is called a:

- Transcoder
- Digitiser
- Modem
- Translator Unit

Toolbox

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 18 of 36 ITEM NUMBER | HC9QL9QI99-BQLL9Q-TNUC | 38 mins TIME REMAINING | Skip Item

No. 3

The main purpose of data protection legislation is to:

- prevent software piracy.
- safeguard privacy of personal details.
- improve computer backup procedures.
- control the way that software is developed.

SUBMIT

Click on the option that completes the statement.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 36 of 36 ITEM NUMBER | HC9QL9QI99-BQLL9Q-TNUC | 20 mins TIME REMAINING | Skip Item

Toolbox

No. 2

Which **one** of the following contributes to a good working environment for a computer operator?

- Locating the PC close to a printer
- Elbow and wrist support
- High level of contrast between the screen brightness and other lighting
- Direct light shining on the monitor

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 25 of 36 ITEM NUMBER | HC9QL9EI7I-L7LB9Q-TNUC | 31 mins TIME REMAINING | Skip Item

Toolbox

No. 2

You can reduce the risk of eye-strain by **one** of the following actions:

- ○ using the brightest possible screen setting.
- ○ setting the screen facing a window.
- ○ sitting approximately 12" from your monitor.
- ○ having your eyes level with the top of your monitor.

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 26 of 36 ITEM NUMBER | HC9QL9EI7I-L7LB9Q-TNUC | 31 mins TIME REMAINING | Skip Item

Toolbox

No. 3

Which **one** of these statements about computer applications is **true**?

- ○ The same version of an application will work on any type of computer.
- ○ They control devices such as printers and scanners that are attached to the PC.
- ○ They enable users to carry out specific tasks such as word processing.
- ○ They are the only programs that you need to use a PC.

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 10 of 36 ITEM NUMBER | HC9QL9QI99-BQLL9Q-TNUC | 43 mins TIME REMAINING | Skip Item

Toolbox

No. 3

Which **one** of the following statements best describes the Internet?

- ○ An internal network, using e-mail and Web, within a single organisation
- ○ A global network of computers providing services such as e-mail
- ○ A network that is shared between more than one organization
- ○ A world-wide collection of computer files connected by links

Toolbox

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 15 of 36 ITEM NUMBER | HC9QL9QI99-BQLL9Q-TNUC | 41 mins TIME REMAINING | Skip Item

no. 2

E-commerce is the term used to describe business that:

- uses computers to carry out its work.
- is carried out using electronic funds transfer.
- involves the import and export of electronic equipment.
- buys or sells good and services online.

Toolbox

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 24 of 36 ITEM NUMBER | HC9QL9QI99-BQLL9Q-TNUC | 33 mins TIME REMAINING | Skip Item

NO. 4

Which **one** of the following statements about an organisation's information security policy is **true**?

- Applies to the employee, not the employer
- Deals with the handling of confidential data
- Deals only with data held on computers
- Covers the licensing of operating system software

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit | 29 of 36 ITEM NUMBER | HC9QL9QI99-BQLL9Q-TNUC | 28 mins TIME REMAINING | Skip Item

Toolbox

No.2